

BOARD OF MAYOR AND ALDERMEN

CHARTER MEETING

DECEMBER 9, 2024

The Board of Mayor and Aldermen (BMA) met in a Charter Meeting on Monday, December 9, 2024, at 6:00 p.m. at the Town Hall, 123 West Main Boone Street, Jonesborough, TN.

Mayor Vest called the meeting to order. Upon call of the roll those present were: Mayor Chuck Vest, Alderman Virginia Causey, Alderman Terry Countermine, Alderman Adam Dickson, and Alderman Kelly Wolfe. Also present were: Town Administrator Glenn Rosenoff, Town Recorder Janet Jennings, Operations Manager Craig Ford, and Town Attorney Jim Wheeler.

Mayor Vest asked Chancellor John Rambo to come forward and administer the oath of office to the recently elected members to the Board of Mayor and Aldermen of Jonesborough, Tennessee. Chancellor Rambo congratulated Chuck Vest, Terry Countermine, and Adam Dickson on their re-election. Chancellor John Rambo administered the following oaths:

Under the provisions of the Charter of the Town of Jonesborough incorporated as Mayor and Aldermen of Jonesborough, Tennessee, the present term of Office of the incumbent Mayor and two (2) Aldermen expires as of this date, and it having been made to appear that an election was held on November 5, 2024, with the following elected. Aldermen Terry Countermine and Adam Dickson, and Mayor Chuck Vet.

**INSERT OATHS**

Mayor Vest thanked Chancellor John Rambo for administering the oaths.

The Charter Meeting was adjourned.

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JANET JENNINGS, RECORDER

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CHUCK VEST, MAYOR

## BOARD OF MAYOR AND ALDERMEN

### REGULAR MEETING

DECEMBER 9, 2024

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, December 9, 2024, at 7:00 p.m., at the Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Chuck Vest called the meeting to order. Alderman Dickson led the group in an opening Prayer, and Brian Ponder led the pledge to the Flag.

Upon call of the roll those present were: Mayor Chuck Vest, Alderman Virginia Causey, Alderman Terry Countermine, Alderman Adam Dickson, and Alderman Kelly Wolfe. Also present were: Town Administrator Glenn Rosenoff, Town Recorder Janet Jennings, Operations Manager Craig Ford, and Town Attorney Jim Wheeler.

The next item was the Consent Agenda. Mayor Vest asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda and there were none. Alderman Dickson made the motion, seconded by Alderman Countermine, and duly passed to approve the following items on the Consent Agenda:

1. Approve the BMA meeting minutes for the following meetings: August 12, 2024 Regular Meeting, August 19, 2024 Called Meeting, August 29, 2024 Called Meeting, September 9, 2024 Regular Meeting, and October 19, 2024 Called Meeting.
2. Approve the following bills for payment:

#### **Insert Payment**

3. Approve the following Operations Manager Report:

#### **Insert Report**

4. Approve the following Committee Reports: Board of Zoning Appeals and Planning Commission.
5. Approve the following Supervisor Reports: Fire Department, Director of Tourism and Main Street, Utility Manager, Water Quality, Water Distribution, Wastewater, Water Plant, Digital Media Manager, McKinney Center, McKinney Center Program Manager, Police Department, Street Department, Animal Control, Director of Special Events, Jackson Theatre, and Parks and Recreation.

6. Approve the retirement of K-9 Bond, who is 10 years old and is experiencing health related issues, and release him to the care of his handler, Police Sergeant Derrick Malone, and the agreement to come back to the Board for approval.
7. Approve the increase in the FY25 employee bonuses to \$500.00 for full-time employees and increasing bonuses for part-time employees at a discounted rate.
8. Approve a stipend of \$1,000 per pay period to Street Department Director Malcolm Highsmith retroactive to November 1, 2024, when he assumed the role of acting Solid Waste Director duties until a new Solid Waste Director is hired.

The next item on the agenda was the approval of the Financial Report. Alderman Wolfe asked Town Recorder Janet Jennings about the Town's financial status. Janet Jennings reported that the September sales tax collection is down 4%, we have experienced some unexpected repairs, but overall, the financial status is good. Mayor Vest asked the Aldermen if they had any further questions or comments. There being none, Alderman Wolfe made the motion to approval the Financial Report as presented. Alderman Causey seconded the motion and it duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest recommended the following people to the Facilities Advisory Committee: Craig Ford, Operations Manager; Chris Kudera, Parks and Recreation Director, Chuck Vest, Mayor. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion, seconded by Alderman Wolfe, to appoint Craig Ford, Chris Kudera and Chuck Vest to the Facilities Advisory Committee. The motion was duly passed.

Mayor Vest said the downtown tree lighting ceremony was great event and the Chuckey Depot Polar Express fundraising event held at the Jackson Theatre was great with approximately 300 people in attendance. Mayor Vest expressed his appreciation to the Water Distribution Crew for their fast response in repairing a leak in his neighborhood.

Mayor Vest asked Nicole Widner to come up to accept the Employee of the Month Award. Mayor Vest read the following:

### **Insert Nomination**

Mayor Vest asked Nicole Widner if she had any comments. Nicole Widner said she was thankful for being nominated and is happy to be working for the Town.

Citizens Comments was the next item on the Agenda. Mayor Vest asked if there were any citizens present that would like to comment at this time. Brian Ponder, 214 East Main Street, Jonesborough, TN address the Board regarding his recommendation of a new committee to address enhancement or discuss disagreements and concerns with town policies or board actions in Jonesborough for areas of possible improvements and concerns. Mayor Vest thanked Brian Ponder for his comments

Ashley Cavender, 216 Spring Street, Jonesborough, TN, addressed the Board with her concerns over CSX Railroad's emergency reconstruction in Erwin, TN, due to the flooding of the Nolichucky River from Hurricane Helene, and the negative impact downstream to communities. Mayor Vest thanked Ashley Cavender for her comments.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Causey said the lighting of the Christmas trees in Lincoln Park was a great event and the Jackson Theatre Grand Opening was a wonderful event.

Alderman Wolfe said asked that the families impacted by the flood in the AJ Willis Road area be allowed to purchase a water tap at the discounted price of \$1,500, similar to the County Line extension projects, and requested that this be added to the agenda. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Wolfe made the motion to add to the BMA agenda consideration of a discounted price for new taps on AJ Willis Road to assist with moving away from wells and connecting to the Town's water system. Alderman Causey seconded the motion and it was duly passed.

Mayor Vest asked about modifying the tap fee to \$1,000, and called for a motion. Alderman Wolfe made the motion, seconded by Alderman Dickson, to approve the discounted price of \$1,000 for new water taps on AJ Willis Road, for households previously on wells, wishing to connect to the Town's water system for a period of one year, ending December 31, 2025.

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Town Attorney Jim Wheeler if he had any comments. Jim Wheeler said he had no report at this time.

The first item under New Business was approval of Resolution No. 2024-11 setting the 2025 regular meeting dates of the Board of Mayor and Aldermen. Mayor Vest asked the Aldermen if they had any changes to the meeting dates as presented. Alderman Countermine asked that the March 10<sup>th</sup> meeting date be changed to March 17<sup>th</sup>. With there being no further comments, Mayor Vest called for a motion. Alderman Dickson made the motion to approve the Resolution No. 2024-11 setting the 2025 regular meeting dates of the Board of Mayor and Aldermen with the amendment that the March 10, 2024 meeting date being changed to March 17, 2024. Alderman Wolfe seconded the motion and it was duly passed.

## **INSERT RESOLUTION**

The next item on the agenda was approval of Resolution No. 2024-12 for American Rescue Plan Act (ARPA) Allocation. Mayor Vest said that Evan Sanders, Community Development Partners, reported to the Town that as part of the ARPA funding of 2021 in the amount of \$1,664,859.24, a Department of Treasury requirement

was that all local SLFRF ARPA funding be fully obligated by 12/31/24, and then fully spent by 12/31/26. Mr. Sanders, on behalf of the town, was reporting 100% of the funding towards "Revenue Loss", which meant the funds simply must be spent on "Government Services". Mayor Vest said the staff recommendation is to approve the Resolution for American Rescue Plan Act (ARPA) Allocation to fund government services under the replacing lost public sector revenue spending as identified in Section 1 of the Resolution.; and asked the Aldermen if they had any questions. With there being none, Alderman Wolfe made the motion to approve Resolution No. 2024-12 for American Rescue Plan Act (ARPA) Allocation to fund government services under the replacing lost public sector revenue spending as identified in Section 1 of the Resolution, as presented. Alderman Countermine seconded the motion and it was duly passed.

### **INSERT RESOLUTION**

The next item on the agenda was approval of the 2024-2025 Barn and Land Lease to Mitch Triplett for payment amount of \$500.00. The Town owns property off Arnold Road known as the "Water Intake", which contains approximately 17 acres. Mitch Triplett has been leasing 12 acres of the land which includes a barn that Mr. Triplett uses for farming purposes. We lease the property out for the following reasons: (1) It is property we are currently not using; (2) It eliminates the need for our staff to mow and maintain the section under lease; and (3) It puts a reliable person on our property that helps keep an eye on it. Mayor Vest asked the Aldermen if they had any questions or comments. Town Attorney Jim Wheeler said that the provision that limits the use of products raised on that property as a protection for the Town needs to be added to the Lease. With there being no further discussion, Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the 2024-2025 Barn and Land Lease to Mitch Triplett for a payment amount of \$500.00, and with the addition of the provision that limits the use of products raised on that property as a protection for the Town needs to be added to the Lease, as recommended by the Town Attorney. Alderman Dickson seconded the motion and it was duly passed.

### **INSERT LEASE**

The next item on the agenda was the establishment of a Cultural Arts office, Cultural Arts Director position description and appointment of a Cultural Arts Director. Mayor Vest asked Town Administrator Glenn Rosenoff to address this item. Glenn Rosenoff said Mr. Bob Browning is working with the Tennessee Arts Commission (TAC) about the possibility of the Town receiving an annual appropriation from the TAC in support of arts programming in Jonesborough, more specifically ear marked in support of the Jackson Theatre. The Partnership Support funding through the TAC can be for 20% of operations cost, not to exceed \$100,000.00. In order to make it easier on the TAC staff to assist Jonesborough with significant Partnership Support grant funding, the recommendation is for the BMA to create a Cultural Arts Office as part of the Town's operation, and for the Jackson Theatre Operations Manager to take on the additional role/position of Cultural Arts Director (CAD). Glenn Rosenoff said he has spoken to

Jackson Theatre Operations Manager Amber Crumley and explained that duties of the CAD would be duties she would most like be performing as part of grant administration in regards to Jackson Theatre duties and operations, and that we would monitor the level of duties of this position, and if the BMA desires to give Mrs. Crumley a supplement for the broader title, it certainly could be justified if she did anything to help coordinate Jonesborough's arts programming. Mr. Rosenoff said he would need to evaluate the activities of this role and the level of work performed to better justify a need for supplemental pay. Mr. Rosenoff said in no way, could the new appointed role be in conflict with her primary duties and responsibilities as the Town's Jackson Theatre Operations Manager. Glenn Rosenoff said his recommendation is: (1) Approve the establishment of a Cultural Arts Office to be located within the Jackson Theatre; (2) Approve the position description establishing the position of Cultural Arts Director; and (3) Approve the appointment of Amber Crumley as the Cultural Arts Director.

Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Wolfe made the motion to approve the establishment of a Cultural Arts Office to be located within the Jackson Theatre, the position description establishing the position of Cultural Arts Director, and the appointment of Amber Crumley as the Cultural Arts Director, as presented. Alderman Countermine seconded the motion and it was duly passed.

#### **INSERT POSITION DESCRIPTION**

Glenn Rosenoff requested the addition of a Marketing and Social Media proposal from Jessica Sanders be added to the agenda. Mayor Vest called for a motion. Alderman Wolfe made the motion that the Marketing and Social Media proposal from Jessica Sanders be added to the agenda, seconded by Alderman Countermine and duly passed.

Mayor Vest asked the Aldermen if they had any questions or comments about the Marketing and Social Media proposal. With there being none, Alderman Wolfe made the motion to approve the proposal submitted by Jessica Sanders to perform marketing and social media support to help the Jackson Theatre promote its events and establish consistent branding at \$2,500.00 per month through the end of FY25, as presented. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of three Resolutions for USDA Funding for the Water Treatment Plant upgrade project which has been approved for \$22,818,000 in loan funding and \$2,600,00 in grant funding. BMA approval is required for resolutions on the following loans: Loan #32 - \$7,000,000; Loan #33 - \$8,000,000; and Loan # 30 - \$7,818,000, totaling \$22,818,000. Mayor Vest said the staff recommendation is for approval of the USDA Loan funding for the Water Treatment Plant upgrade project and the three Resolutions will need to be voted on separately. Mayor Vest asked the Aldermen if they had any questions or comments, and there were none.

Mayor Vest called for a motion on Resolution 1 – Loan #32 - \$7,000,000. Alderman Countermine made the motion to approve Resolution 1 – Loan #32 - \$7,000,000, seconded by Alderman Causey and it was duly passed.

**INSERT RESOLUTION**

Mayor Vest called for a motion on Resolution 2 – Loan #33 - \$8,000,000. Alderman Dickson made the motion to approve Resolution 2 – Loan #33 - \$8,000,000, seconded by Alderman Wolfe and it was duly passed.

**INSERT RESOLUTION**

Mayor Vest called for a motion on Resolution 3 – Loan #30 - \$7,818,000. Alderman Wolfe made the motion to approve Resolution 3– Loan #33 - \$7,818,000, seconded by Alderman Dickson and it was duly passed.

**INSERT RESOLUTION**

There being no further business the meeting was duly adjourned.

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JANET JENNINGS, RECORDER

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CHUCK VEST, MAYOR